

Family Educational Rights and Privacy Act (FERPA)

Indian Hills Community College

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write to the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The validity of grades awarded is *not* subject to this policy.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the college discloses educational records without consent to officials of another school in which the student has dual enrollment.

Other exceptions which do not require the prior consent of the student to disclose information include:

- to federal, state and local authorities involving an audit or evaluation of compliance with education programs.
- in connection with financial aid.

- to organizations conducting studies for or on behalf of educational institutions.
 - to accrediting organizations.
 - to comply with a judicial order or subpoena.
 - health or safety emergency.
 - results of disciplinary hearing to an alleged victim of a crime of violence.
 - to the student.
 - directory information.*
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indian Hills Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

***Directory Information**

Indian Hills Community College has identified as directory information including, but not limited to, the following: name, address, telephone listing, e-mail address, field of study, previous schools attended, photographs, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards, full- or part-time status, expected date of graduation and weight and height of athletes.

Students have the right to refuse to permit the designation of any or all of the above identified items as directory information during the period of time the student is officially enrolled. To do so, the student must inform the Registrar in writing within 10 days of the beginning of the term of the student's first enrollment or within 10 days of the start of Fall term, that such information is not to be designated as directory information for that student.

Compliance with this Act does not require IHCC to disclose directory information, and discretion will be used.